



Application for **SPECIAL USE PERMIT**

Department of Planning and Development Review

Land Use Administration Division

900 E. Broad Street, Room 511

Richmond, Virginia 23219

(804) 646-6304

<http://www.richmondgov.com/>

Application is hereby submitted for: (check one)

- special use permit, new**
- special use permit, plan amendment**
- special use permit, text only amendment**

Project Name/Location

Property Address: _____ Date: _____

Parcel I.D. #: _____ Fee: _____

Total area of affected site in acres: _____

(See **page 6** for fee schedule, please make check payable to the "City of Richmond")

Zoning

Current Zoning: _____

Richmond 300 Land Use Designation: _____

Proposed Use

(Please include a detailed description of the proposed use in the required applicant's report)

Existing Use: _____

Is this property subject to any previous land use cases?

Yes

No

If Yes, please list the Ordinance Number: _____

Applicant/Contact Person: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _(_____) _____ Fax: _(_____) _____

Email: _____

Property Owner: _____

If Business Entity, name and title of authorized signee: _____

(The person or persons executing or attesting the execution of this Application on behalf of the Company certifies that he or she has or have been duly authorized and empowered to so execute or attest.)

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _(_____) _____ Fax: _(_____) _____

Email: _____

Property Owner Signature: _____

The names, addresses, telephone numbers and signatures of all owners of the property are required. Please attach additional sheets as needed. If a legal representative signs for a property owner, please attach an executed power of attorney. **Faxed or photocopied signatures will not be accepted.**

NOTE: Please attach the required plans, checklist, and a check for the application fee (see Filing Procedures for special use permits)



Review & Approval process for **SPECIAL USE PERMIT**

In instances where it has been determined that underlying zoning regulations cannot be met, a special use permit may be granted by City Council to provide relief from zoning regulations.

Special use permit applications are reviewed for compliance with the *Richmond 300* to ensure the proposal is compatible with the surrounding area and that it is an appropriate use for the site. Specifically, applications are reviewed to ensure that the City Charter conditions for granting special use permits have been met. The City Charter requires that prior to City Council approval; it must be shown that the proposed special use will **not**:

1. be detrimental to the safety, health, morals and general welfare of the community involved;
2. create congestion in streets, roads, alleys and other public ways and places in the area involved;
3. create hazards from fire, panic or other dangers;
4. tend to cause overcrowding of land and an undue concentration of population;
5. adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements; or
6. interfere with adequate light and air.

Applicants **are encouraged** to schedule a pre-application conference with the Division of Land Use Administration staff to review related Master Plan, land use and other issues that may be involved prior to making application. Please call (804) 646-6304 to schedule an appointment with the staff. Staff will review submitted applications to ensure all required materials and information are provided. If the application is not acceptable, the required information must be provided prior to formal staff review.

Applicants should also discuss the proposed special use permit with area civic associations, property owners, residents, and the area Council Representative prior to submitting an application. Letters from the associations and property owners stating their position in regards to the request should be submitted with the application.

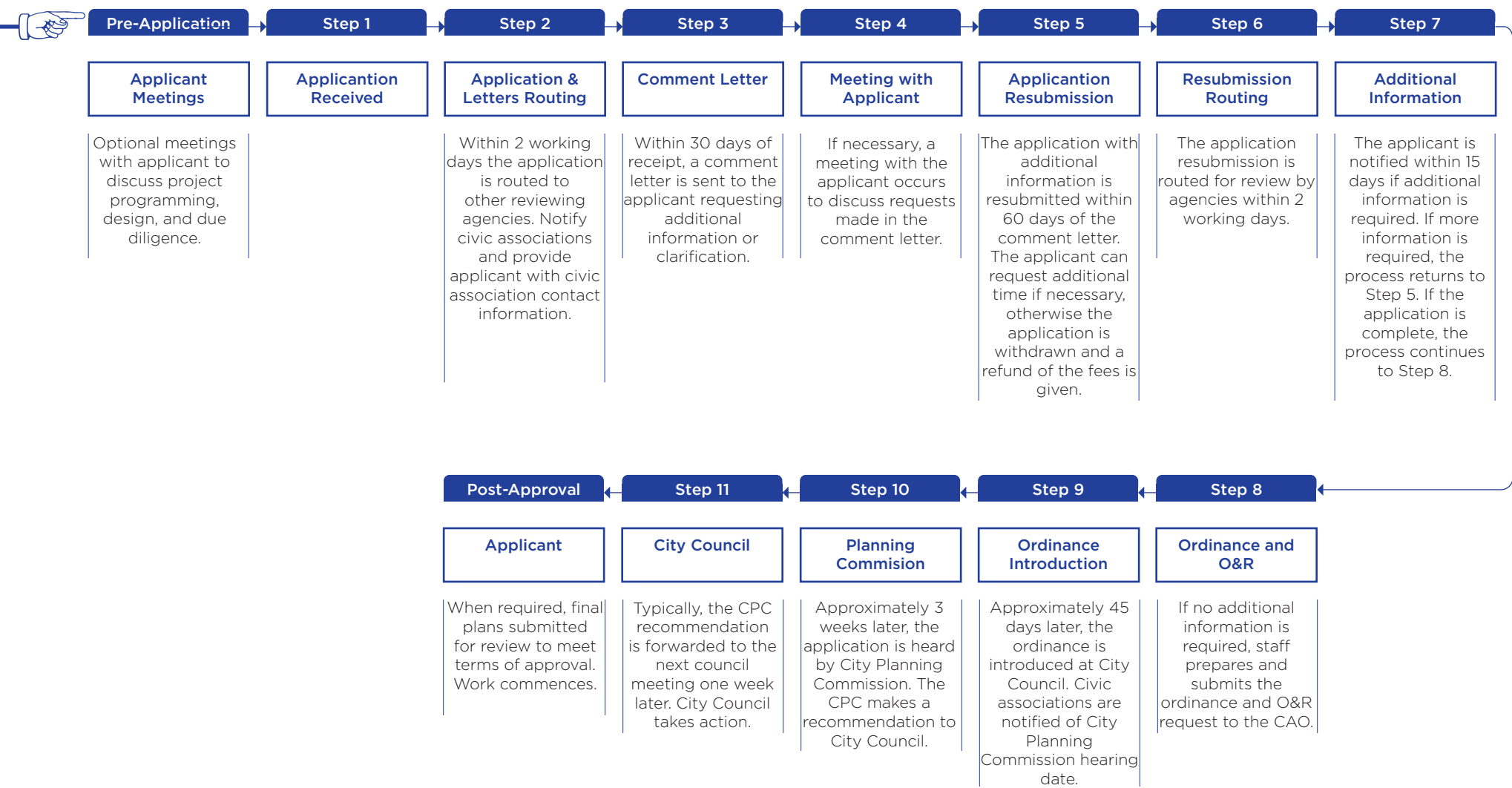
The Division of Land Use Administration circulates the special use permit application materials to appropriate City agencies as determined necessary. City agencies reviewing the proposal may include: Public Works, Building Permits & Inspections, Public Utilities, Water Resources, Zoning Administration, and Fire and Emergency Services. The Division of Land Use Administration will coordinate responses by City agencies. Written comments will be provided generally within 30 days of the application submittal date.

After review by these agencies and by the Division of Land Use Administration, the staff will confer with the applicant regarding suggested conditions to be included in the ordinance and any suggested changes to the plans. If the property is located in a City Old and Historic District and the request involves exterior alterations, additions or new construction, the plans should also be reviewed by the Commission of Architectural Review prior to an ordinance being introduced in City Council. Once the plans are in final form, an ordinance is drafted and the plans are attached to and are made a part of the ordinance. The staff will forward a copy of the ordinance to the applicant for review and approval.

The ordinance is then reviewed by the City Attorney's office and the City Administration. Once their review is complete, the ordinance is introduced to City Council and a public hearing is scheduled, usually thirty days after introduction. During this thirty-day period, public notice of the hearing is posted on the site and in a daily newspaper. Notices are also mailed to the owners of all properties within 150 feet of the subject property. One week prior to the City Council public hearing, the Planning Commission, after receiving a report from the Department of Planning and Development Review, considers the proposed special use permit and forwards a recommendation to City Council. The Planning Commission welcomes information submitted prior to the meeting and may ask questions of proponents and opponents during the course of its deliberation on the ordinance. Six affirmative votes of City Council are required to adopt a special use ordinance. Please note that there is a fee of \$250 for each continuance caused by the applicant.

If the special use ordinance is adopted by City Council, the applicant has a specified time period in which to apply for a building permit to implement the special use permit. Building permit plans must be substantially in accordance with the adopted special use permit plans, otherwise a building permit will not be issued. In general, the approval process for special use permits takes between 120 to 180 days. However, depending on the complexity of the proposed special use permit, more or less time may be required. The City Planning Commission considers approval of special use permits at its regular meetings on the first and third Monday of each month. **Incomplete submissions or major modifications to the plan during the review process may cause delays in the schedule.**

Legislative Land Use Application Process





FILING

Special use permit applications are filed with the:

Department of Planning and Development Review
Land Use Administration Division, Room 511
City Hall, 900 East Broad Street, Richmond, Virginia 23219
Telephone (804) 646-6304

APPLICATION REQUIREMENTS

The application for a special use permit must include the following, each part of which is explained below. ***Application must be submitted in an electronic format (PDF).***

1. **Application form;**
2. **Application fee;**
3. **Applicant's report;**
4. **Electronic PDF plans; and**
5. **Survey plat.**

1. **Application Form:** All owners of the property must sign the application form. If a legal representative signs for a property owner, a copy of an executed power of attorney is required.
2. **Application Fee:** The appropriate fee must accompany the application. Checks should be made payable to the "City of Richmond". The fees are determined from the attached fee schedule.
3. **Applicant's Report: A written report must be submitted describing the proposed use.** For non-residential development, the description should include the anticipated number of employees, hours of operation, and an estimated amount of vehicular traffic that will be generated by the use. The report should point out the specific features of the special use that will ensure that it will be compatible with the surrounding area, and that it is an appropriate use for the site. In addition, the City Charter specifies certain conditions that must be met before City Council can approve a special use permit. It must be shown that the proposed special use will ***not:***
 - a. be detrimental to the safety, health, morals and general welfare of the community involved;
 - b. tend to create congestion in streets, roads, alleys and other public ways and places in the area involved;
 - c. create hazards from fire, panic or other dangers;
 - d. tend to cause overcrowding of land and an undue concentration of population;
 - e. adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements; or
 - f. interfere with adequate light and air.

The report must indicate the reasons why the applicant feels these conditions will be met (e.g., features of the plan, characteristics of the proposed use or surrounding area). ***Please note*** that the ***above materials will be forwarded to the City Planning Commission and City Council along with the special use permit ordinance.***



FILING

- 4. Plans:** Plans are required to provide sufficient detail to permit the staff to make a determination of the compatibility of the proposed project with surrounding development. Plans must be properly scaled and include a scale bar. Depending on the request, plans may include the following:

- a.** Site Plan
- b.** Elevation Plans
- c.** Floor Plans
- d.** Landscape Plans
- e.** Signage Plan & Details
- f.** Lighting Plan & Details

In some cases not all plans would be relevant to the request and may not be required. If there is a question about the level of detail required, please contact Land Use Administration Staff. Electronic Plans (PDF) are required with the initial application and any subsequent resubmissions. Electronic plans may be submitted on a disk or via email at: DCDLanduseadmin@richmondgov.com.

- 5. Survey Plat:** A PDF of a survey plat showing the property and including metes and bounds is required. The plat should show existing physical features of the property, including:
- a.** North arrow, scale, property address, the distance to nearest public street, preparer of plat, date, revision dates, area of site;
 - b.** Existing structures, buildings, paved areas, fences, streets, alleys, easements, and limits of the 100 year flood plain, Chesapeake Bay Preservation Area limits, wetlands, and streams.



COMMUNITY UNIT PLAN

Preliminary	\$3,000 + \$100/acre ¹
Extension of Preliminary Approval	\$1,500
Final	\$1,500 + \$100/acre ¹
Amendment	\$1,500 + \$100/acre ¹

CONDITIONAL USE PERMIT

Initial	\$1,500 + \$100/acre ²
Amendment	\$1,000 + \$100/acre ²

PLAN OF DEVELOPMENT

Floor area & Land disturbed ≤5,000 square feet	\$500 + \$100/acre ²
Floor area & Land disturbed ≥5,001 & ≤50,000 square feet	\$1,000 + \$100/acre ²
Floor area & Land disturbed ≥50,001 square feet	\$1,500 + \$100/acre ²

REZONING/CONDITIONAL REZONING

Each continuance caused by the applicant	\$1,500 + \$100/acre ²
	\$250

SPECIAL USE PERMIT

<i>Use</i>	<i>Initial</i>	<i>Amendment</i>
Day Nursery	\$300	\$200
Single- or two-family detached or attached dwelling	\$300	\$200
Outdoor dining	\$300	\$200
Mobile food business	\$300	\$200
Sign	\$300	\$200
Multi-family dwelling (3 to ten units)	\$1,800	\$1,200
Commercial or industrial equal to or less than 5,000 sq ft	\$1,800	\$1,200
Multi-family dwelling (more than 10 units)	\$2,400	\$1,800
Commercial or industrial more than 5,000 sq ft	\$2,400	\$1,800

Each continuance caused by the applicant \$250

SUBDIVISION

Preliminary Plat	\$500 + \$15/lot
Extension of Preliminary Plat Approval	\$150
Final Plat	\$500 + \$15/lot
Subdivision Confirmation Letter	\$100
Continuance*	\$50
Plat of Correction	\$100

A full refund of the application fee is permitted if the application is withdrawn prior to the second submittal of plans. Once a second submittal of plans is made, fees are not refundable.

¹For Community Unit Plans (CUP), the first 10 acres are included in the base price.

²For Conditional Use Permits, Plans of Development, and Rezoning, the first acre is included in the base price.

For all applications with an additional price per acre, fractions of an acre are rounded up to the nearest whole number. Do not prorate the fee per fraction of acre.

- Example: A Conditional Use Permit (CUP) for a 0.76 acre property would owe \$1,500 (base fee only). A CUP for a 2.3 acre property would owe \$1,700 (\$1,500 base fee + 2*100 (for the 1.3 acres over the first acre))

* No charge for the 1st continuance requested by the applicant or for any continuance requested by the Planning Commission. The second or subsequent continuance request by the applicant costs \$50.

Fees went into effect upon adoption of Ordinance No. 2018-209 by City Council on September 10, 2018.

APPLICANT'S REPORT

Aug 25th, 2024

Special Use Permit Request

207 Reveille Street, Richmond, Virginia

Parcel ID: W0001772011

Submitted to:

City of Richmond

Department of Planning and Development Review Land Use Administration

900 East Broad Street, Suite 511

Richmond, Virginia 23219

Submitted by:

Amir Modarres

207 Reveille Street

Richmond, Virginia 23221

813 – 8926320

INTRODUCTION:

I am kindly requesting a special use permit (“SUP”) for the property known as 207 Reveille Street (the “property”). This SUP would authorize me to construct a detached accessory dwelling unit (“ADU”) in the property's rear yard to provide additional living space when I care for an elderly family member. A recent citywide zoning change permitted the construction of accessory structures in the R-5 residential zoning district by right to provide more affordability to the residents of the City of Richmond. However, I cannot use this citywide zoning change because my property is a corner lot with at least two frontages on Reveille Street and Grove Avenue. Because of this, the zoning guidelines require multiple additional setbacks in addition to the routine front and side yard setbacks, which prohibits me from building an accessory structure in the property's rear yard.

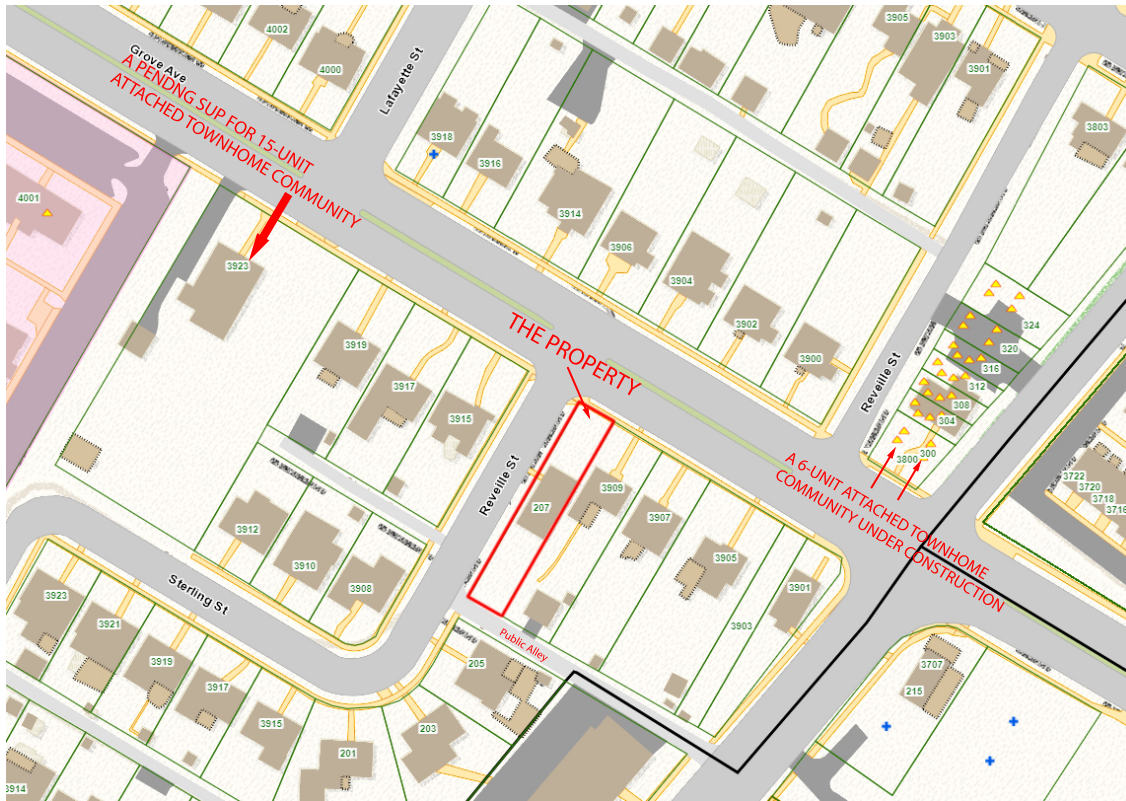
EXISTING CONDITIONS:

Site description and existing land use

The property is located at the corner of Grove Avenue and Reveille Street and has alley access from Sterling Street. The City Assessor references the property with a tax parcel number of W0001772011. The land is 174 feet long and 29 feet wide with a total parcel square Feet of 5132.61 (0.118 Acreage). The property is currently residential, with a one-story brick-wall residential dwelling on the lot and a finished living area of 1248 square feet. As shown in the lot survey, the existing dwelling was constructed in the middle of the lot with 54.2 feet of setback from Grove Avenue (‘front yard’) and 68 feet of setback from the unimproved public alley (‘rear yard’).

Neighboring properties:

The properties in the neighborhood include single-family detached dwellings. However, denser developments have been permitted recently in the neighborhood, including a 6-unit townhome community under construction (200 ft away, across the street on Grove Ave.) and a pending SUP application (SUP-151604-2024) for a 15-unit townhome community to be built (200 ft away). Both developments are marked in the illustration below. In addition, my neighbor (3909 Grove Ave.) has already constructed an accessory building unit used as a garage.



Existing Zoning:

The property and the immediately adjacent properties are zoned R-5 single-family residential, which permits the construction of accessory structures for dwelling use.

Master plan designation:

The Richmond 300 Master Plan suggests Residential use for the property. One of Richmond's 300 topic visions is inclusive housing. 'As the city grows, Richmond provides options to existing residents, preventing involuntary displacement and reducing housing disparities.'

PROPOSAL:

The SUP would permit the construction of a detached accessory dwelling unit. The ADU would be built in the rear yard of the existing parcel. The new structure will face Reveille Street. The structure will be built with a setback of 9.3 feet from the public alley (Sterling St). While a recent citywide zoning amendment allows the construction of accessory building structures on R-5 residential zoning, the property does not pass all the required setbacks for a corner lot. The proposed ADU would be a single-story with Tudor-style architecture to match the characteristics of the neighborhood. The proposed ADU would have a square footage of 450 sqft. With the proposed ADU, the total improvement on the lot would be 32.5% of the parcel, which will meet the R-5 zoning district maximum of 35%. This structure is intended for private residential use to house my elderly family member. The proposed floor plans are modern and efficient.

The floor plan will contain an open kitchen and living area, a bedroom, and one bathroom and shower. The ADU will face Reveille Street to be consistent with the existing primary dwelling on the lot.

FINDING OF THE FACTS:

I believe my proposal would not violate the City Charter requirements as further explained below:

1. *Be detrimental to the safety, health, morals, and general welfare of the community involved:*
 - a. The proposed ADU will not impact the neighborhood's safety, health, morals, and general welfare. The proposed ADU and density are compatible and arguably less dense than the neighboring properties and commercial developments already approved in the same neighborhood. The SUP allows building an ADU on the property, which is permitted on all neighboring lots that are not a 'corner lot.'
2. Tend to create congestion in streets, roads, alleys, and other public ways and places in the area involved.
 - a. The proposed ADU will not significantly congest streets, roads, alleys, and other public ways. It is a tiny structure (450 sqft.) that occasionally accommodates one or two family members. This structure would have a negligible effect on the congestion of the neighborhood, particularly when considering projects with a much higher concentration were previously granted in this neighborhood (3800 Grove Ave and 3923 Grove Ave)
3. Create hazards from fire, panic, or other dangers.
 - a. The ADU will be built in accordance with the current building code and the requirements of Fire and Emergency Services.
4. Tend to overcrowd the land and cause an undue concentration of population.
 - a. The maximum lot coverage with the proposed structure would be 32.5% of the parcel, which meets the 35% maximum lot coverage in the R-5 Single-Family Residential District. Therefore, it will not cause overcrowding of the land. In addition, a review of corner lots in the neighboring communities with R-5 zoning shows that such structures are permitted under special exceptions.
5. Adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, convenience, and improvements.
 - a. The SUP for the ADU would not affect the above references. The ADU would be a single-story structure within the property parameters that do not affect public services. Utility and public services, such as waste collection, currently use the unimproved public alley between the property and 205 Reveille Street property. This proposal would not affect the access to this alley.

6. Interfere with adequate light and air.
 - a. The proposed plan would NOT affect the light and air available to my neighboring properties. My immediate neighbors would be separated by at least 30 feet:
 - i. 205 Reveille property would be separated from the proposal by a public 20-foot alley in addition to the setbacks, and the 3908 Sterling St property will be separated by Reveille Street.

IN CONCLUSION:

I kindly seek the City of Richmond's approval of a special use permit to construct an accessory dwelling unit on the property. This SUP would allow me to build an accessory structure that is currently permitted for all neighboring properties that are not a corner lot. This permission would align with the City of Richmond's Master plan to provide 'options to existing residents, preventing involuntary displacement and reducing housing disparities.' I will assure the city of the construction of a quality structure consistent with the neighborhood's old charm and with the City Master Plan guidance.

THIS PLAT IS BASED ON A CURRENT FIELD SURVEY.

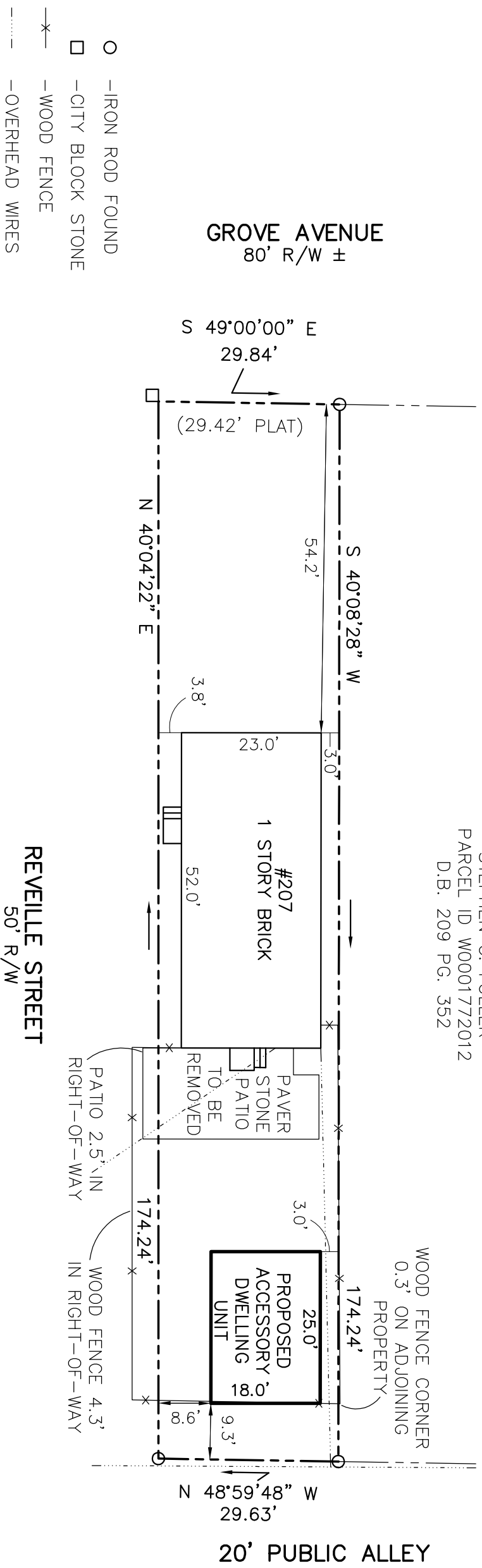
THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND IS SUBJECT TO ANY EASEMENTS AND ENCUMBRANCES OF RECORD. EASEMENTS MAY EXIST THAT ARE NOT SHOWN.

OWNER: AMIR MODARRES
 PARCEL ID: W0001772011
 ACQUISITION: INSTRUMENT #210011636
 AREA: 5181 SQ. FT., 0.119 AC.
 ZONING: R-5
 SETBACKS: FRONT - 25'
 SIDES - 5'
 REAR - 5'

AREA TABULATIONS

TOTAL PARCEL	5181 SQ. FT.	0.119 AC.
EX. HOUSE, STOOPS, STEPS	1233 SQ. FT.	23.80% OF PARCEL
PROPOSED ACCESSORY BUILDING	450 SQ. FT.	8.69% OF PARCEL
TOTAL IMPERVIOUS SURFACES	1683 SQ. FT.	32.49% OF PARCEL
OPEN SPACE	3498 SQ. FT.	67.51% OF PARCEL

STEPHEN C. FULLER
 PARCEL ID W0001772012
 D.B. 209 PG. 352

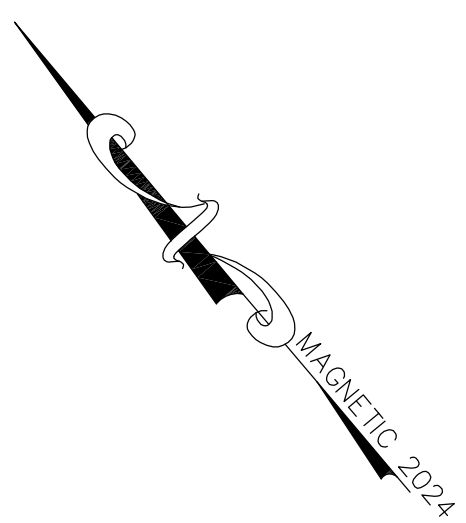


REVISED 03/05/24
 PER CITY COMMENTS

DEITZ LAND SURVEYING PLLC
 12310 LULLINGTON DRIVE
 RICHMOND, VA. 23238
 804-750-1337

PHYSICAL IMPROVEMENT SURVEY WITH PROPOSED BUILDING AT
#207 REVELLE STREET
 CITY OF RICHMOND, VIRGINIA

J.N. 2407
 DATE: 02/06/24
 SCALE: 1" = 20'
 SHEET 1 OF 1



207 REVELLE STREET ADDITIONAL BUILDING STRUCTURE

OWNER: AMIR MODARRES

LOT AREA: 5181 SQ. F.

EXISTING DWELLING: 1248 SQ. F.

PROPOSED ADDITIONAL STRUCTURE: 450 SQ. F.

ZONING: R-5

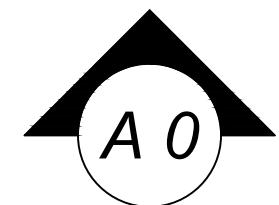
PARCEL I.D.: W0001772011

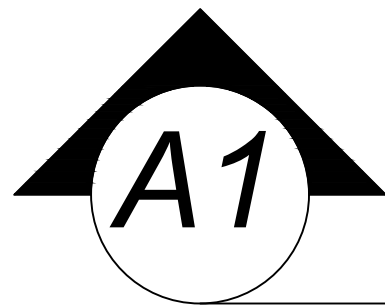
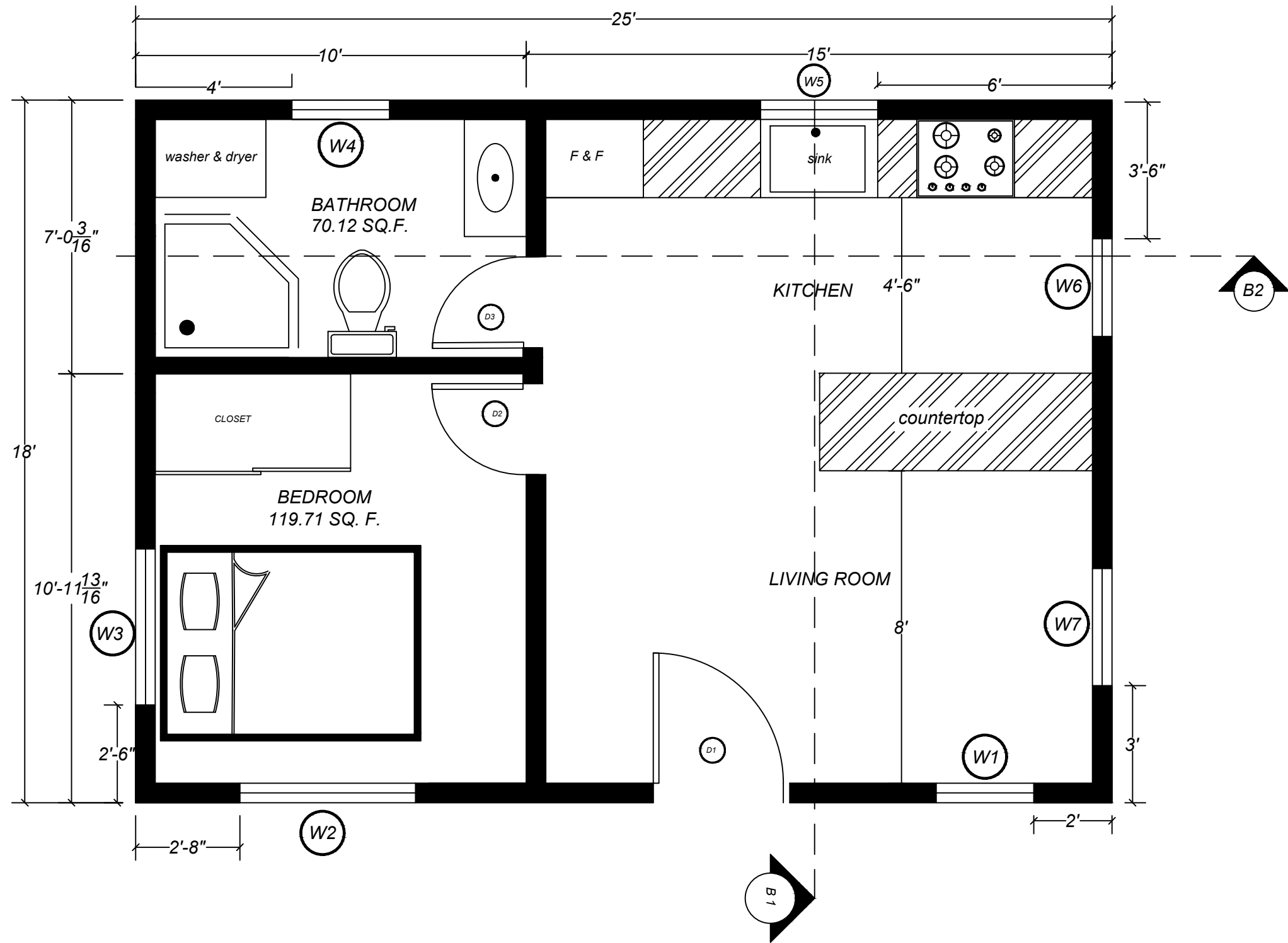
TABLE OF CONTENTS:

A0: TITLE SHEET
A1: FLOOR PLAN
A2: FRONT ELEVATION
A3: LEFT ELEVATION
A4: REAR ELEVATION
A5: RIGHT ELEVATION
B1: CROSS SECTION
B2: LONGITUDINAL SECTION
F1: FOUNDATION FOOTING PLAN
R1: ROOF PLAN
S1: DETAILS

WINDOW AND DOOR SCHEDULE

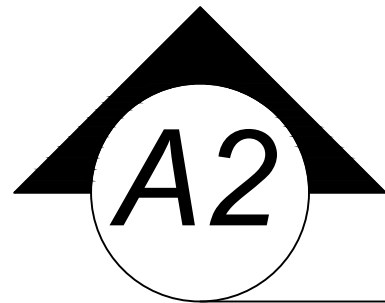
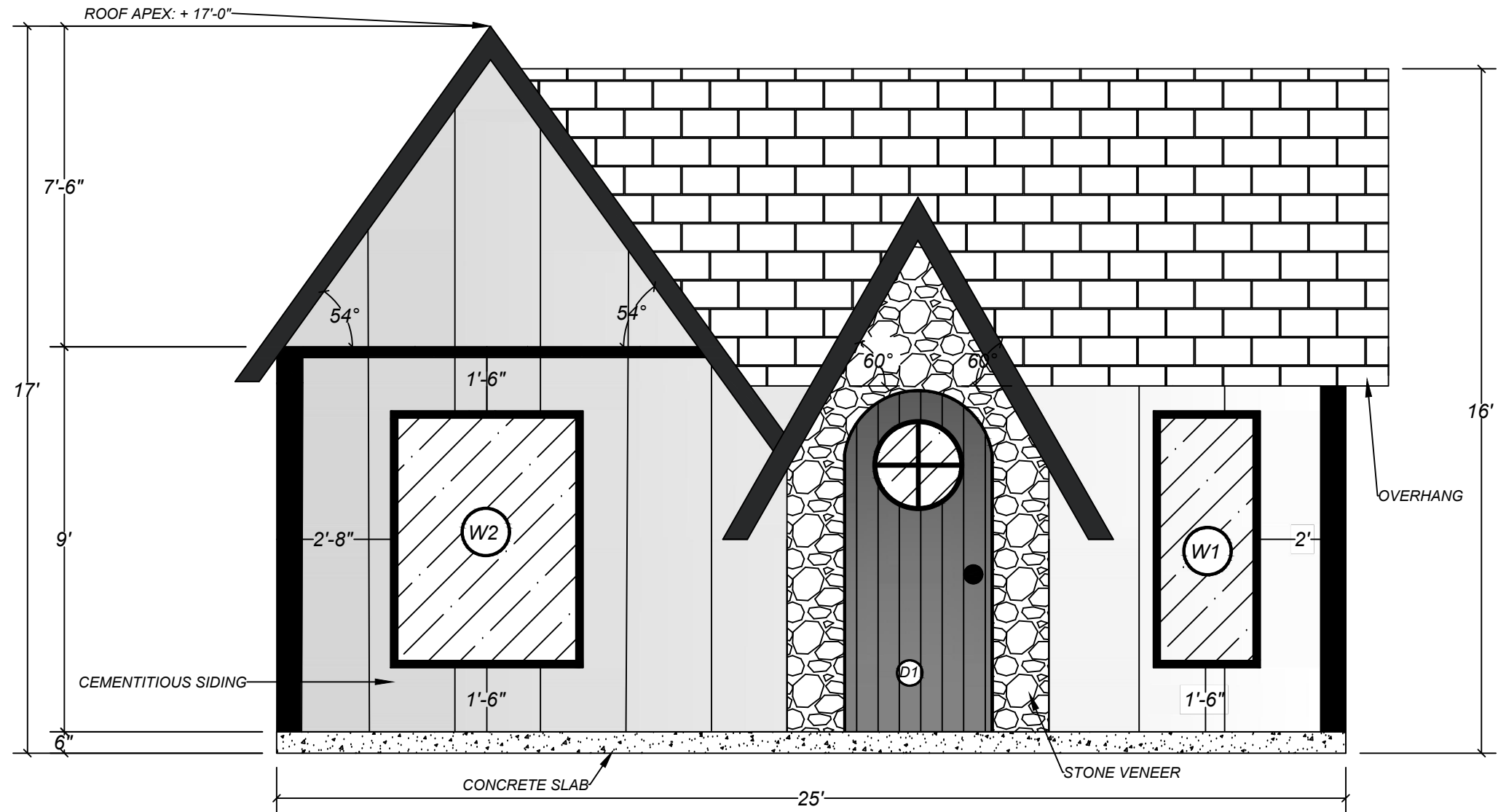
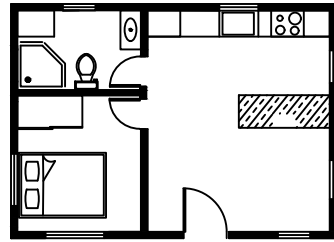
WINDOW 1: 30" W X 72" H	DOOR 1: 42" W X 96" H
WINDOW 2: 54" W X 72" H	DOOR 2: 28" W X 78" H
WINDOW 3: 48" W X 60" H	DOOR 3: 28" W X 78" H
WINDOW 4: 30" W X 18" H	
WINDOW 5: 36" W X 36" H	
WINDOW 6: 30" W X 72" H	
WINDOW 7: 36" W X 72" H	
WINDOW 8: 84" W X 24" H	





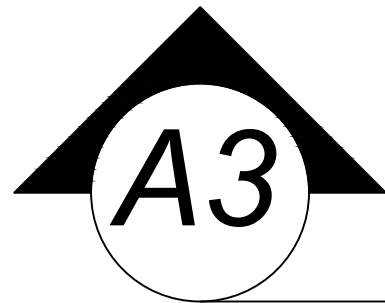
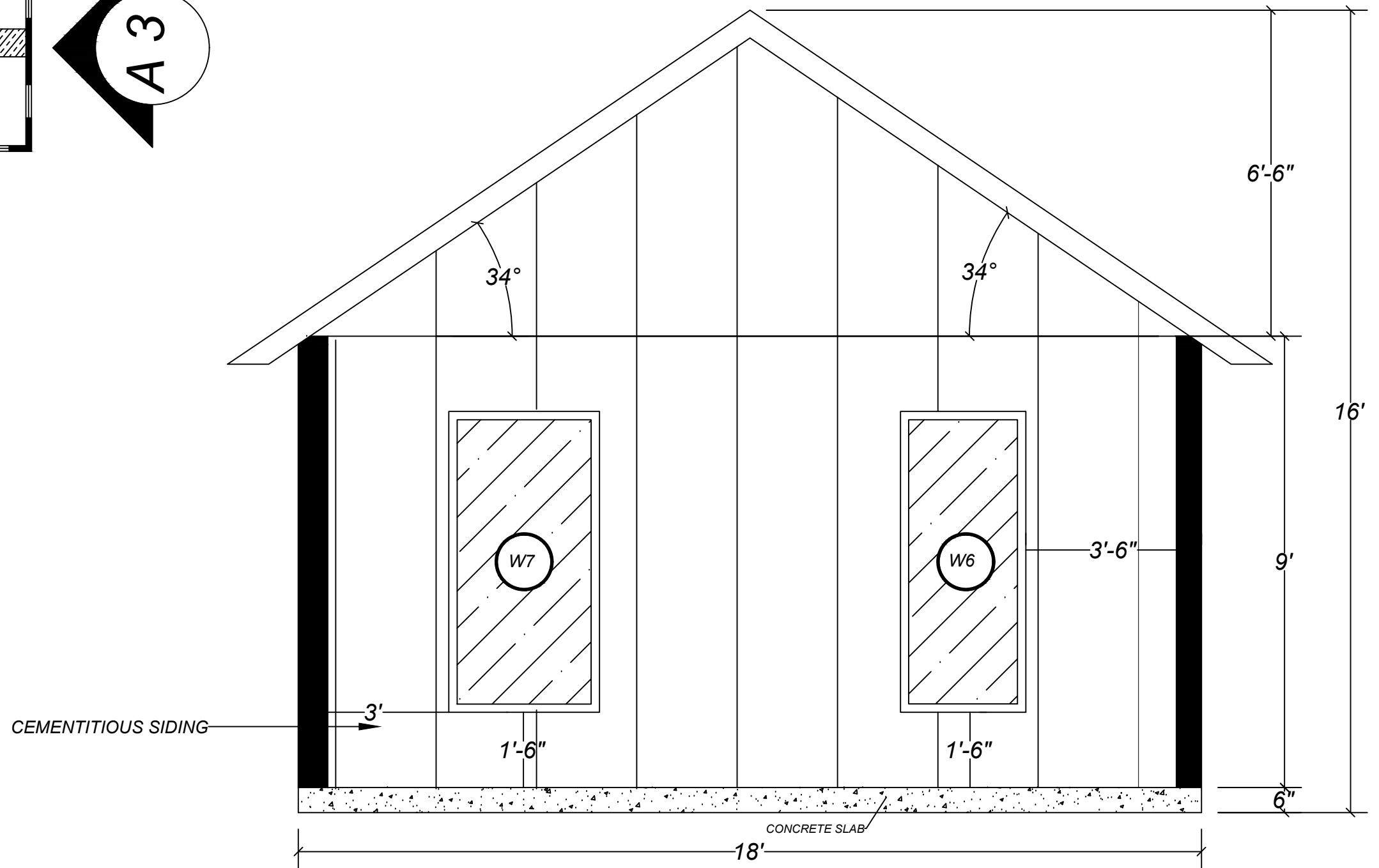
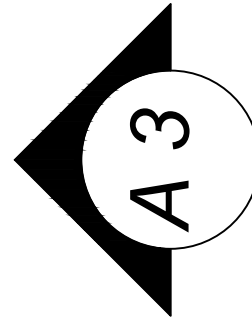
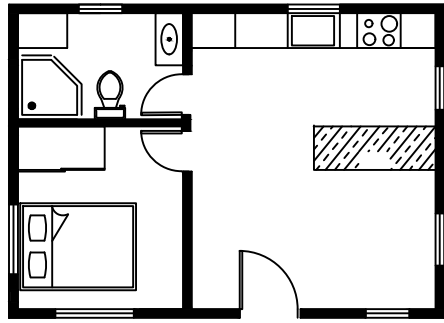
FLOOR PLAN

NOTES:



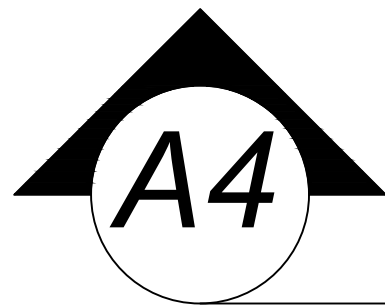
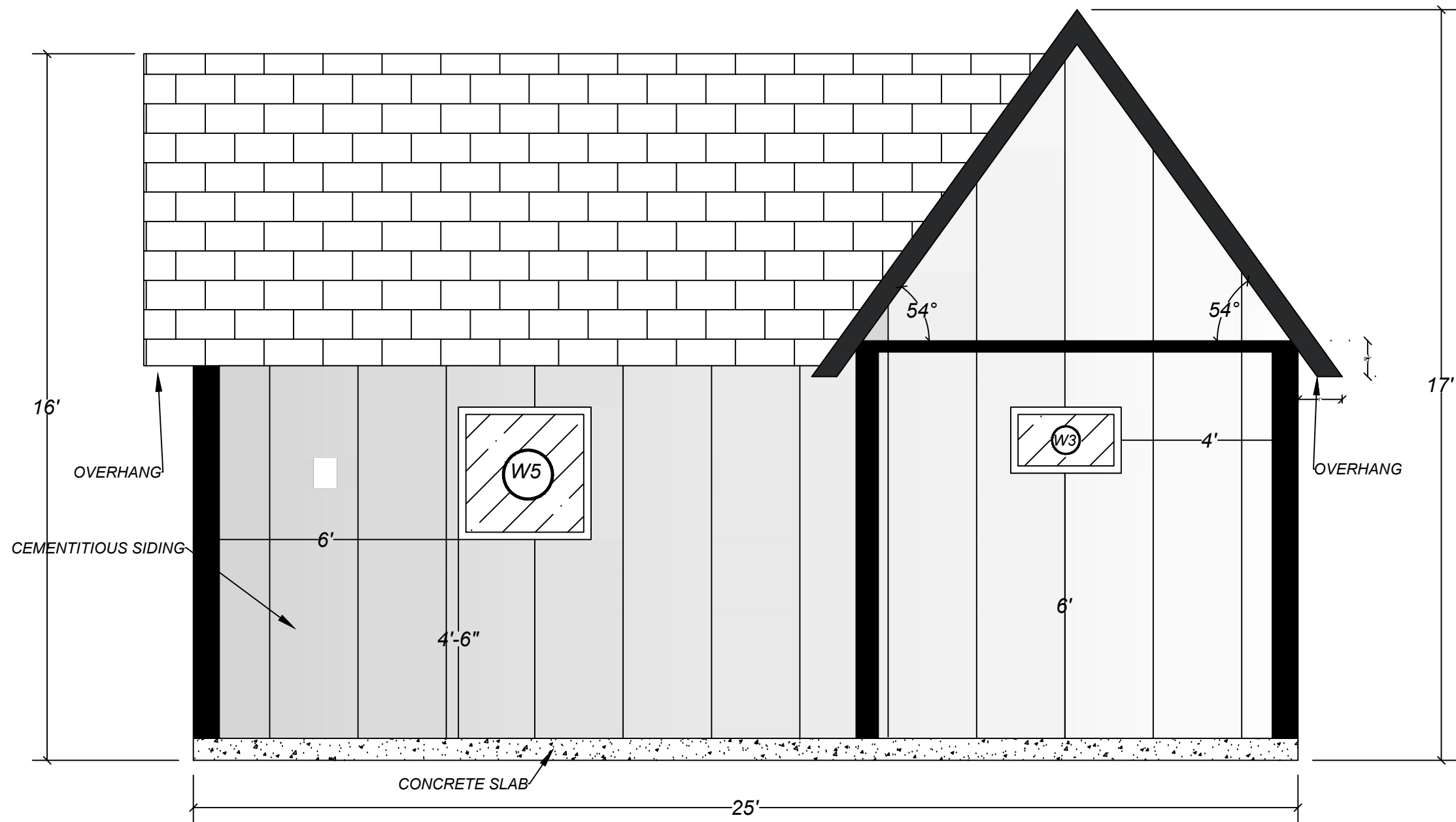
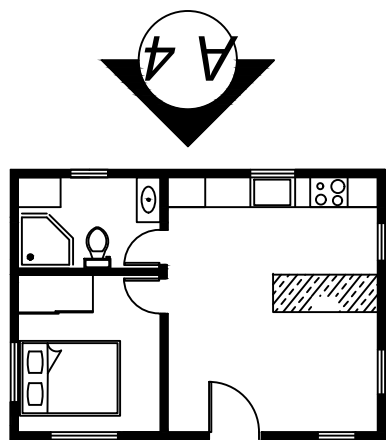
FRONT ELEVATION

NOTES:



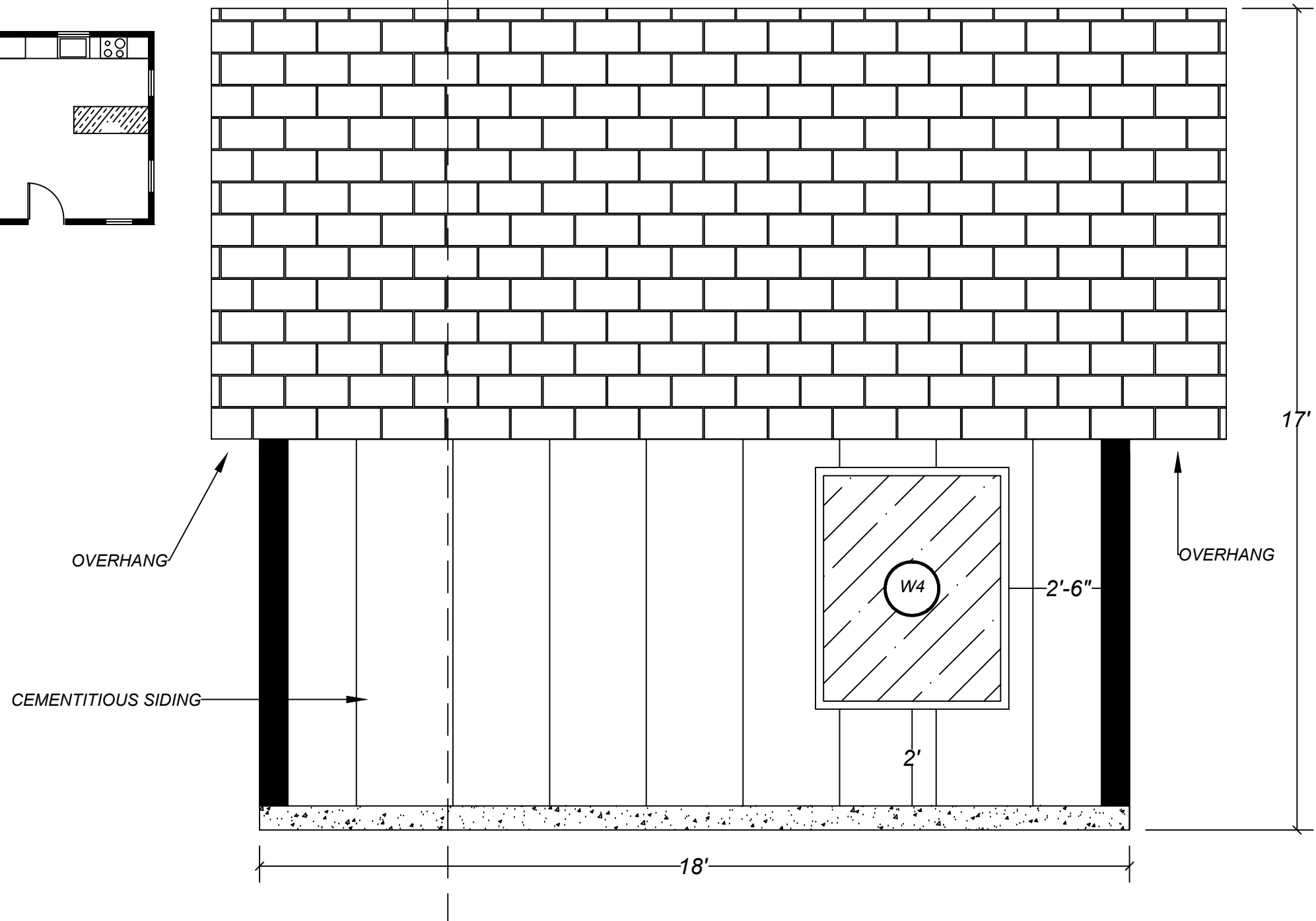
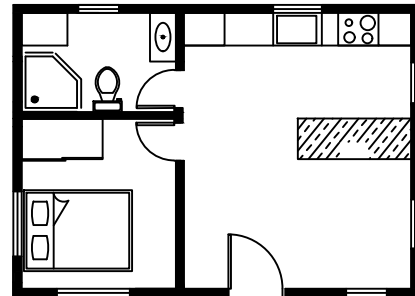
LEFT ELEVATION

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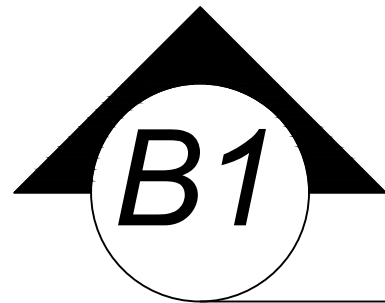
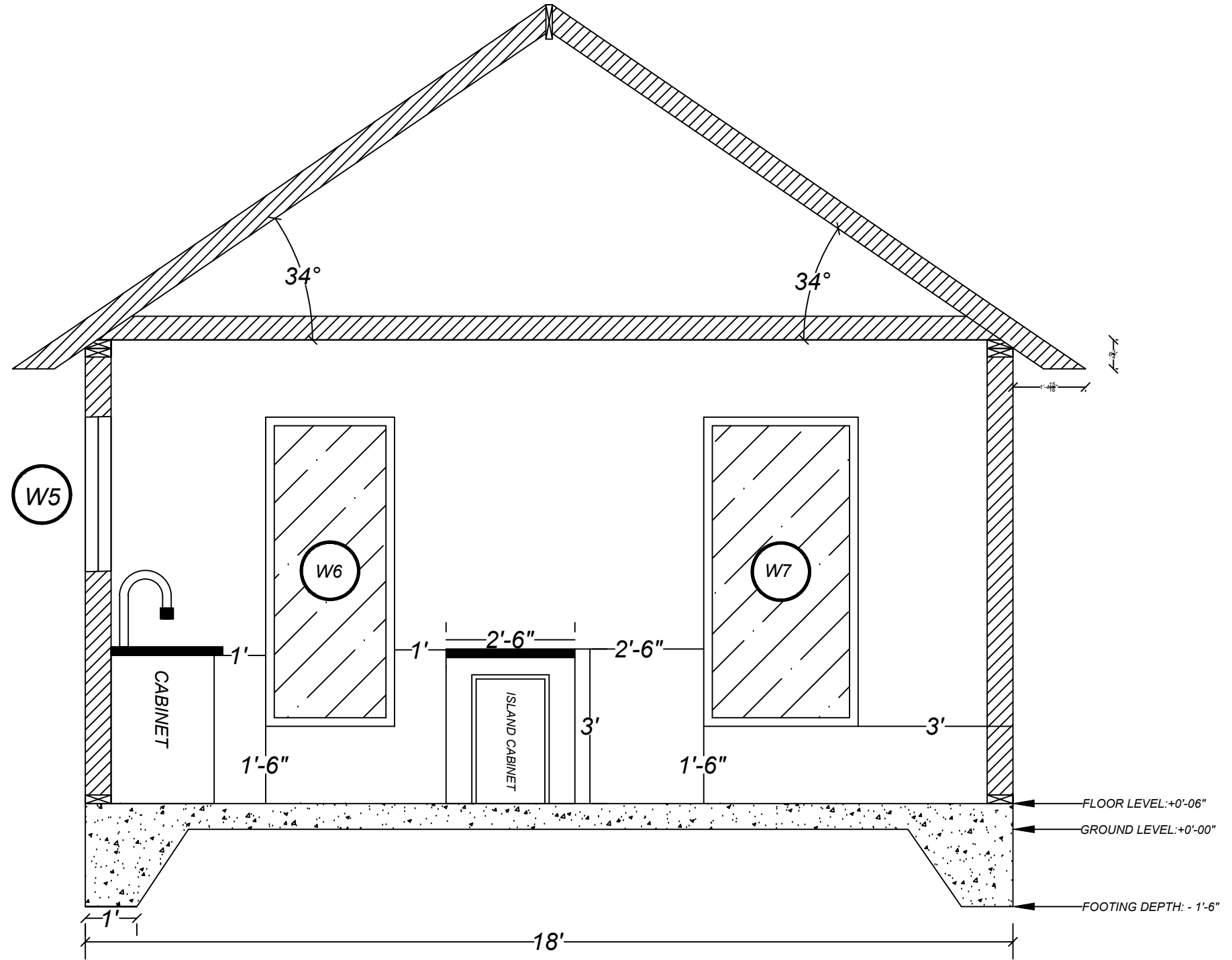
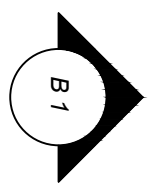
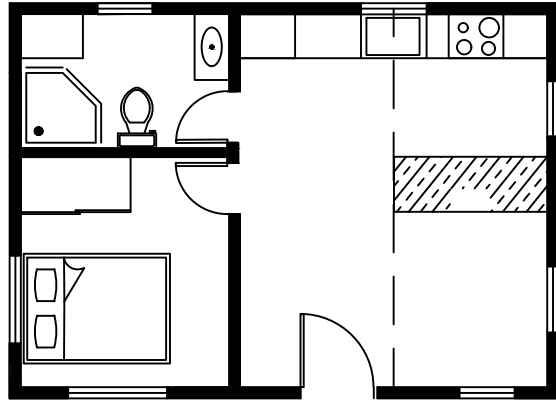
REAR LEVATION

NOTES:



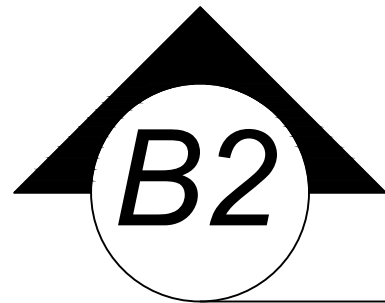
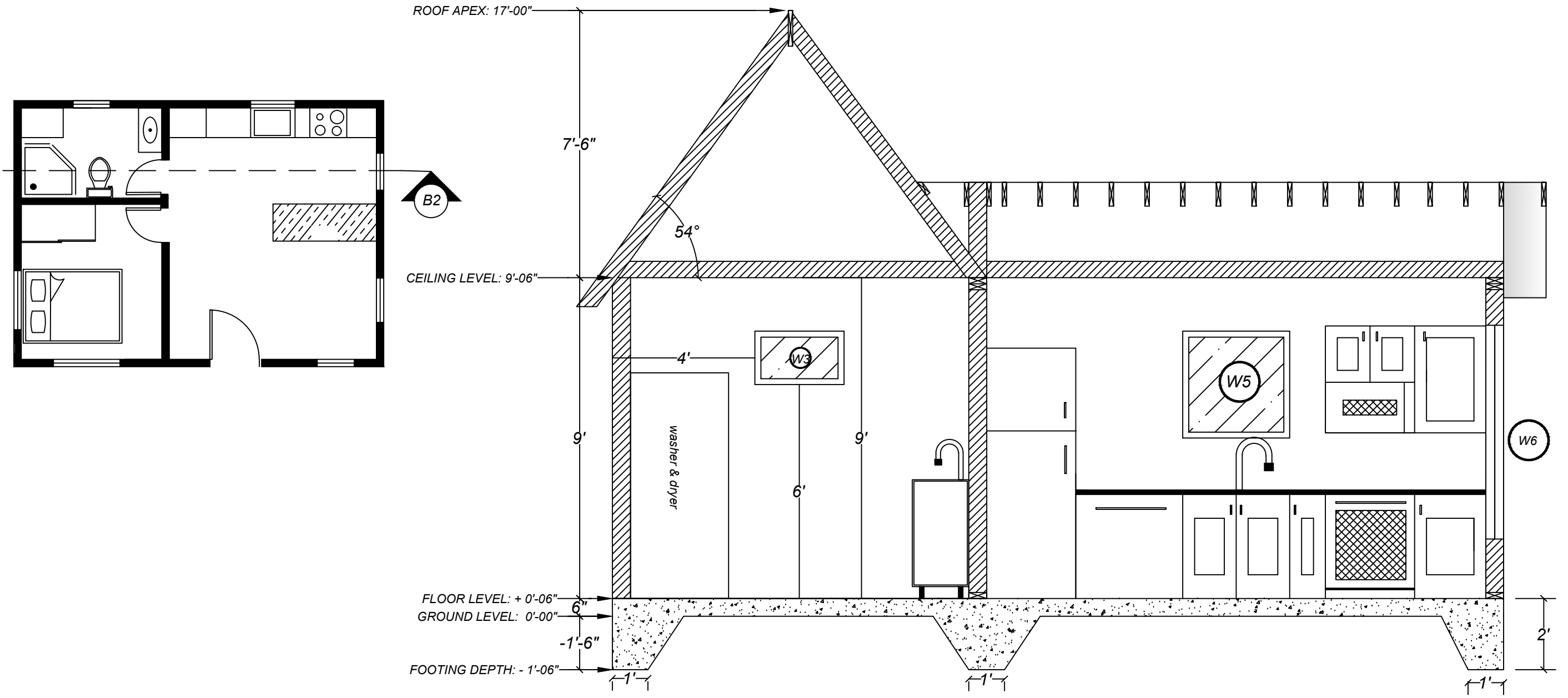
RIGHT ELEVATION

NOTES:



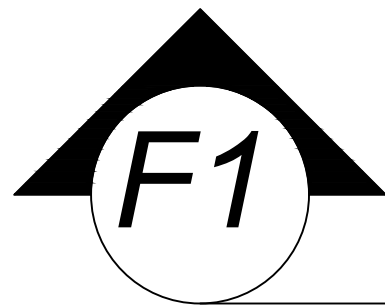
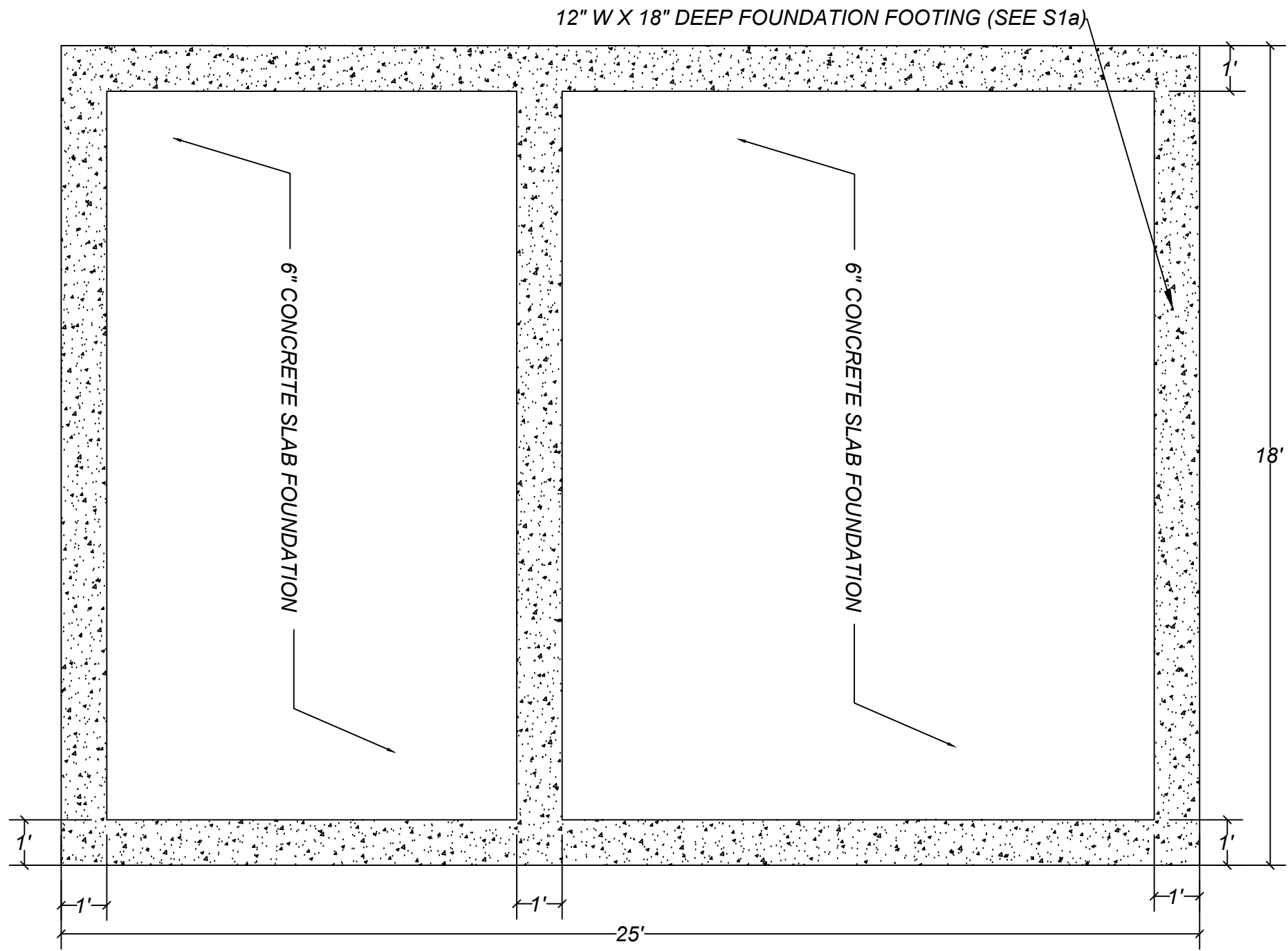
CROSS SECTION

NOTES:



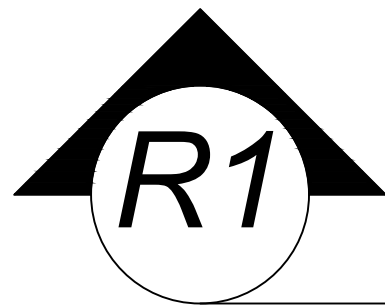
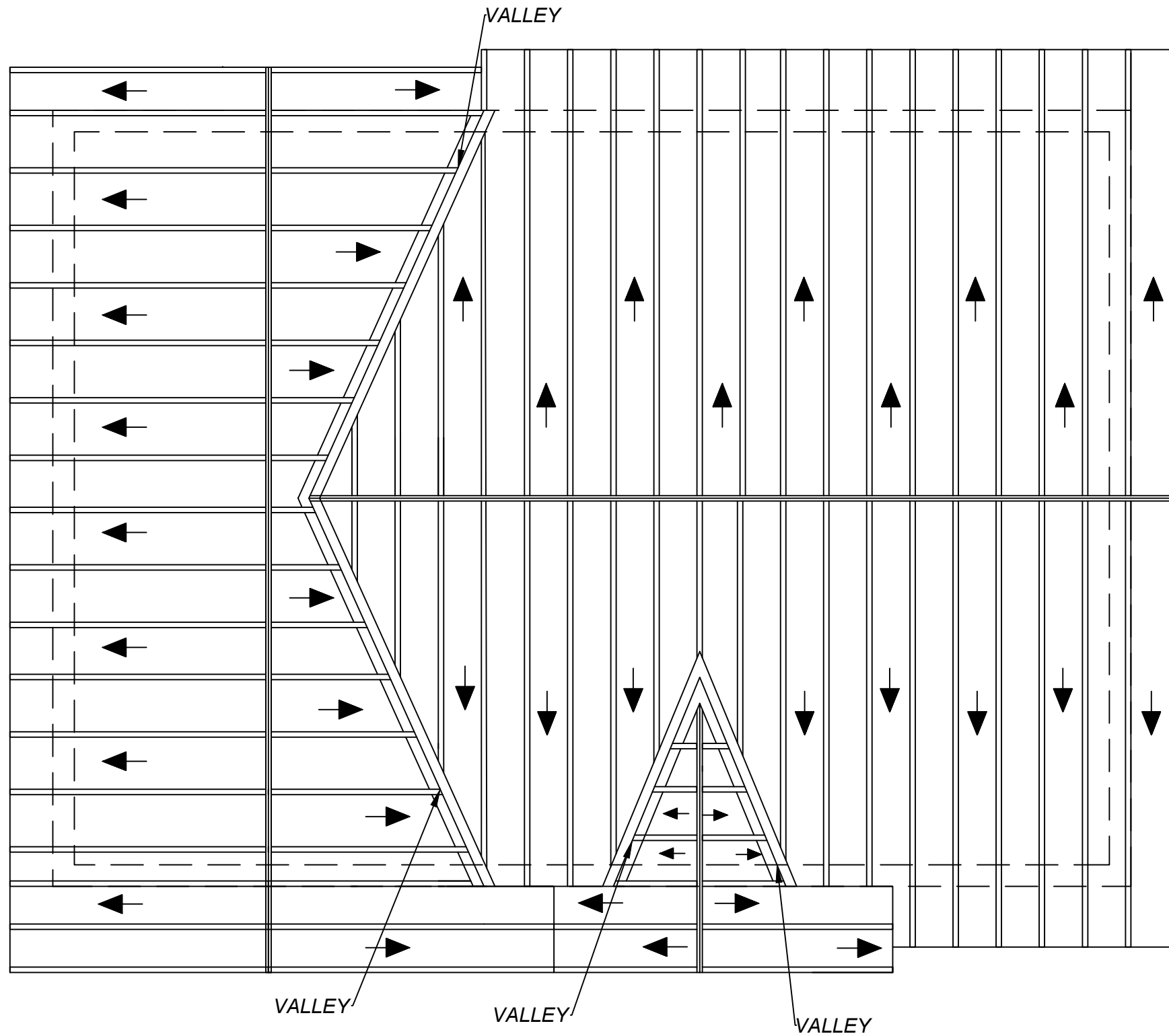
LONGITUDINAL SECTION

NOTES:



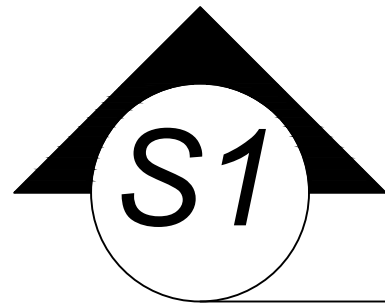
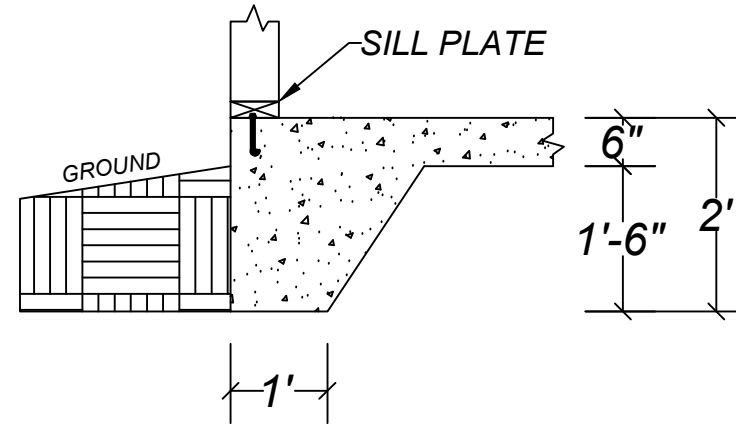
FOUNDATION FOOTING

NOTES:



ROOF PLAN

NOTES:



DETAILS PAGE

NOTES:



**City of Richmond
Department of Planning
& Development Review**

Special Use Permit

LOCATION: 207 Reville Street

APPLICANT: Amir Modarres

COUNCIL DISTRICT: 1

PROPOSAL: To authorize the special use of the property known as 207 Reville Street for the purpose of a single family detached dwelling with an accessory dwelling unit, upon certain terms and conditions.

For questions, please contact David Watson at 804-646-1036 or David.Watson@RVA.gov

